

## Office Memorandum

**Date:** September 4, 2014

**To:** Agency Payroll, HR and Accounting Staff

**From:** Mary Muellner, Director

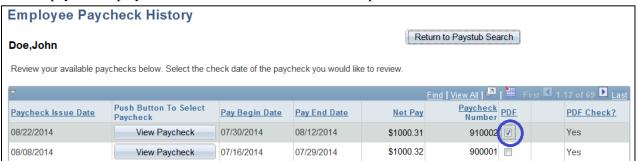
Statewide Payroll Services

**Subject:** Paystubs and W-2s Now Available in PDF Format in Self Service

Paystubs and W-2 forms are now available in Self Service in a PDF format. The PDF format provides employees with a more printer-friendly format, eliminating inconsistent printing due to issues with web browsers or other settings. This information is also posted for employees on the Announcements page of the Self Service website.

## To view or print a paystub in PDF format in Self Service:

- 1. In Self Service go to My Paystub, then View Paystub.
- 2. On the Employee Paycheck History page, select the PDF checkbox for the desired paycheck issue date, then click the **View Paycheck** button.
- 3. The paystub displays in PDF format and can be viewed or printed.



## To view or print a W-2 form in PDF format in Self Service:

- 1. In Self Service go to Other Payroll, then W-2 Information. Click on View W-2 Forms.
- 2. On the Employee W-2 Forms page, select the PDF checkbox for the desired W-2 year, then click the **View W-2** button.
- 3. The W-2 form displays in PDF format and can be viewed or printed.



Agency Payroll, HR and Accounting staff should contact MaryJo Wixson in Statewide Payroll Services at 651.201.8062 or <a href="MaryJo.Wixson@state.mn.us">MaryJo.Wixson@state.mn.us</a> if there are questions.